



**Policy:** 4200  
**Procedure:** 4200.08

**Effective:** 11/20/06  
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09/16/03

**Chapter:** Behavioral Health

**Rule:** Behavioral Health  
Treatment Interventions

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) Division of Programs and Institutions ensures that quality cognitive behavioral treatment interventions are provided to juveniles admitted to its care. These interventions are designed to help juveniles with institutional adjustment, skill development, and successful community re-integration. Behavioral health treatment interventions shall be documented and maintained in a way that is consistent with ADJC's protocols, licensing boards, and other regulatory bodies.

### **Rules:**

1. The **ASSISTANT DIRECTOR OF PROGRAMS AND INSTITUTIONS OR HIS/HER DESIGNEE** shall oversee the agency's design and development of all behavioral health treatment interventions.
2. The **CLINICAL SERVICES ADMINISTRATOR** shall ensure the agency's delivery of behavioral health treatment services designed to meet the emotional, mental health, and criminogenic needs of juveniles. These services include, but are not limited to:
  - a. Crisis intervention;
  - b. Individual counseling;
  - c. Group interventions;
  - d. Family interventions; and
  - e. Other behavioral health interventions as deemed necessary.
3. The **FACILITY PSYCHOLOGIST OR CLINICAL SUPERVISOR** shall:
  - a. Oversee the facility's behavioral health treatment interventions and is the final authority;
  - b. Coordinate interventions provided by Qualified Mental Health Professionals (QMHP) based on the juvenile's risk and needs;
  - c. Assign behavioral health treatment interventions based on the mental health classification system by day 21 following a juvenile's admission to ADJC;
  - d. Re-assign the juvenile's behavioral health treatment interventions 120 days following admission to ADJC and every 90 days thereafter;
  - e. Monitor Continuous Case Plans (CCP) for all juveniles on the mental health services caseload;
  - f. Ensure the QMHP and behavioral health employees are qualified to deliver behavioral health treatment interventions and verify that they meet the following:
    - i. Education, training, and experience adequate to perform the duties required, in accordance with professional standards;
    - ii. Education, training, and experience with behavioral management, cognitive-behavioral theory, and treatment intervention techniques.
  - g. Ensure that mental health services are provided in an area with private space.
4. The **QMHP AND BEHAVIORAL HEALTH EMPLOYEES** shall ensure behavioral health treatment interventions are provided to juveniles in an area with private space. These interventions include, but are not limited to the following:

a. **Crisis Intervention**

- i. The **QMHP OR BEHAVIORAL HEALTH EMPLOYEES** shall deliver crisis intervention services:
  - (1) Consistent with the juvenile's mental health classification, acuity, and level of service, in accordance with Procedure 4200.04, Mental Health Classification;
  - (2) On a daily basis or more, to those juveniles classified as L1, based on the needs of juveniles or agency protocol, in accordance with Procedure 4200.04, Mental Health Classification.
  - (3) For juveniles who report, display, or show signs of suicidal or self-injurious behavior, in accordance with Procedure 4250.01, Suicide Prevention.
- ii. The **QMHP OR BEHAVIORAL HEALTH EMPLOYEES** shall:
  - (1) Document all crisis intervention services in the juvenile's mental health file using the SOAP note format consistent with Procedure 4200.08, Documentation of Behavioral Health Intervention Services; and
  - (2) File all documentation before the end of the business day, in accordance with Procedure 1120.07, Maintenance of Mental Health Record;

b. **Individual Counseling**

- i. The **QMHP OR BEHAVIORAL HEALTH EMPLOYEES** shall deliver individual counseling that:
  - (1) May consist of therapy, counseling, goal setting, medication management, etc.;
  - (2) May range from 45 minutes to 90 minutes in duration, unless otherwise prescribed in the CCP and approved by the Psychologist or Clinical Supervisor;
  - (3) May occur weekly, bi-weekly, or monthly, based on need;
  - (4) Is consistent with the mental health classification, acuity and level of service in accordance with Procedure 4200.04, Mental Health Classification;
  - (5) Shall be prescribed based on the results of screening and assessments, Criminogenic and Protective Factors Assessment (CAPFA), needs prioritization and the juvenile's CCP.
- ii. For those juveniles classified as L2, the **QMHP OR BEHAVIORAL HEALTH EMPLOYEE** shall deliver individual counseling services on a weekly basis or more, based on the need of juveniles, or agency protocol in accordance with Procedure 4200.04, Mental Health Classification.
- iii. For those juveniles classified as L3, the **QMHP OR BEHAVIORAL HEALTH EMPLOYEE** shall deliver individual counseling sessions on a bi-weekly basis or more, based on needs of juveniles, or agency protocol, in accordance with Procedure 4200.04, Mental Health Classification.
- iv. The **QMHP OR BEHAVIORAL HEALTH EMPLOYEE** shall:
  - (1) At the initiation of individual counseling shall review Form 4200.08A, Treatment Contract, with the juvenile and secure his/her assent and signature;
  - (2) Post a list of individual counseling sessions, the first names of the juveniles and first letter of their last names, and times for juveniles to be seen in individual counseling, in a conspicuous place on the unit;
  - (3) Document all individual counseling sessions in the juvenile's mental health file using the SOAP note format consistent with Procedure 4200.08, Documentation of Behavioral Health Intervention Services; and
  - (4) File the documentation before the end of the business day in accordance with Procedure 1120.07, Maintenance of Mental Health Records.

c. **Group Interventions**

- i. The **QMHP OR BEHAVIORAL HEALTH EMPLOYEE** shall deliver group interventions that:
  - (1) May consist of behavioral management groups, specialty groups, community groups, closure groups, recreation groups, psycho-educational groups, New Freedom groups, etc.;
  - (2) May range from 45 minutes to 90 minutes in duration;

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- (3) Shall occur on a weekly basis, or more, based on needs of juveniles, or agency protocol;
      - (4) Shall be prescribed based on the results of screening and assessments, Criminogenic and Protective Factors Assessment (CAPFA), needs prioritization and the juvenile's CCP.
    - ii. The **QMHP OR BEHAVIORAL HEALTH EMPLOYEE** shall:
      - (1) Post a list of group interventions, the first names of the juveniles and first letter of their last names, and times for juveniles to be seen in group sessions, in a conspicuous place on the unit;
      - (2) Document all group interventions in the juvenile's mental health file using the SOAP note format consistent with Procedure 4200.08, Documentation of Behavioral Health Intervention Services; and
      - (3) File the documentation before the end of the work day on Friday in accordance with Procedure 4200.09 Documentation of Behavioral Health Treatment Interventions.
  - d. **Family Interventions**
    - i. The **QMHP OR BEHAVIORAL HEALTH EMPLOYEE** shall provide family intervention services that:
      - (1) May consist of family counseling, family mediation, family education, family groups, family workshops, etc.;
      - (2) May range from 30 minutes to 120 minutes in duration; and
      - (3) Shall occur on a monthly basis or sooner, based on needs of the juveniles, or agency protocol;
      - (4) Shall be prescribed based on the results of screening and assessments, CAPFA, needs prioritization and continuous case plan (CCP).
    - ii. The **QMHP OR BEHAVIORAL HEALTH EMPLOYEE** shall:
      - (1) Document all family interventions in the juvenile's mental health file using the SOAP note format consistent with Procedure 4200.08, Documentation of Behavioral Health Intervention Services; and
      - (2) File all documentation before the end of the business day, in accordance with Procedure 1120.07, Maintenance of Mental Health Records;
5. The **FACILITY PSYCHOLOGIST OR CLINICAL SUPERVISOR** shall:
- a. Ensure that interventions occur as outlined on the program schedule;
  - b. Coordinate prior approval with the secure facility Principal in cases where sessions may interfere with educational activities;
  - c. Ensure documentation of services is done in a timely manner, no later than the end of the business day.
6. Wherever variance occurs in the delivery of behavioral health intervention services, the **QMHP** shall:
- a. Notify the facility Psychologist or Clinical Supervisor;
  - b. Document the reasons behind the variance;
  - c. Document the occurrence or non-occurrence of the intervention in the progress note using the SOAP note format;
  - d. File the documentation in the juvenile's mental health file, in accordance with Procedure 1120.07, Maintenance of Mental Health Records;
7. The **SECURE FACILITY PSYCHOLOGIST OR CLINICAL SUPERVISOR** shall:
- a. Ensure the Monthly Statistical Report (Form 1052.01B) reflects all behavioral health treatment interventions provided to the juvenile;
  - b. Provide a monthly review of at least 10 mental health files to ensure quality service delivery, in accordance with Procedure 1052.01, Behavioral Health Monitoring and Quality Improvement;

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- c. Provide a review of the Weekly Clinical Services using Form 1052.01D in accordance with Procedure 1052.01, Behavioral Health Monitoring and Quality Improvement;
- d. Develop corrective action plans when deficiencies are found, in accordance with Procedure 1052.01, Behavioral Health Monitoring and Quality Improvement.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
11/20/2006	Kellie M. Warren		